Wisconsin DNR-Bureau of Waste Management
Electronic Submittal Guidelines
(Comma-Delimited File Format)

Procedures for Reporting Environmental Monitoring Results To the WDNR-Bureau of Waste Management

The following procedures detail the steps necessary for reporting landfill monitoring results to the Department of Natural Resources-Bureau of Waste Management. Chapter NR 507 Wis. Adm. Code, effective July 1, 1996 requires that all monitoring results, including groundwater, surface water, leachate, and gas, be reported to the Department electronically within 60 days of the end of the sampling period. Refer to NR 507.26(3)(2) for exemptions to electronic submittal.

Incorrect and/or incomplete data submittals will not be accepted and will be returned to the sender. If you have questions about preparing and reporting your data, please contact the Bureau of Waste Management at (608) 267-7567. If you have questions about monitoring requirements, sampling techniques or other technical issues please contact the WDNR Hydrogeologist or Engineer who is assigned to your site.

For New Sites or New Monitoring Points:

In order to prepare a diskette you will need a WDNR-issued five digit license number or monitoring identification number and a 3-digit DNR well identification number for each monitoring point. These numbers can be obtained from the hydrogeologist assigned to your site. You will need to complete and submit to the hydrogeologist a Monitoring Well Construction Form (4400-113A), a Monitoring Well Development Form (4400-113B) and a Soil Boring Log Information Form (4400-122) for each sample point (including replacements) at the site. In addition, one Groundwater Monitoring Inventory Form (3300-67) must be supplied for each monitoring point that is a private water supply well. You will also need to list all monitoring points for your facility on a Groundwater Monitoring Well Information Form (4400-89) and submit it to the hydrogeologist. This form needs to be updated each time a new point is added to the monitoring system. Mail one copy of each of these forms to the WDNR hydrogeologist assigned to the site. If you are working with non-groundwater monitoring points, you may need to obtain the forms from and submit the information to the engineer assigned to the site. To request any of these forms contact the Bureau of Waste Management at (608) 267-7567.

Water Supply Well Monitoring Results:

Required water supply well monitoring results must be submitted to the department electronically along with the other required facility monitoring results. In accordance with ch. 160.27(6) Stats, all sampling results from water supply we1ls must be reported within ten days of receipt to the WDNR Regional Office corresponding to the region in which the landfill is located. Additionally, ch. 160.27(6) Stats states that water supply results sent to the regional office must include a hard copy of the original laboratory results and two copies of a cover letter which highlights those analytical results which attain or exceed enforcement standards in s. NR 140.10 Table 1.

Computer Diskette Data Submittals:

A. Prepare one 3 1/2" diskette with data arranged in one of the specified formats.

B. Prepare two copies of the completed and signed Environmental Monitoring Data Certification Form for each facility included on the diskette. Click here to download an electronic fill-in (Microsoft Word) version or here for a printable PDF version. For the fill-in form, use the tab key on your keyboard to highlight the fields in which you need to enter information, then begin typing. To go back to a previous field, press the shift and tab keys simultaneously. To check a box, move your mouse pointer over the box and click it.

C. Prepare two copies of a letter notifying DNR when a groundwater standard has been attained or exceeded (see ss. NR 140.24(1)(a), NR 140.26(1)(a) and NR507.30 Wis. Adm. Code).

D. Report dry, broken or frozen wells using the appropriate parameter. It is not sufficient to indicate these conditions in writing only. These conditions must be reported electronically.

E. Report sample results from field duplicates and laboratory replicates using the appropriate multiple sample identifier. A detailed explanation of the multiple sample identifier is located in the table on page 6, entitled "Data Elements & Definitions."

F. If the monitoring data submitted includes new monitoring points, you may attach a copy of the monitoring well construction form and an updated well information form. (The original of these two forms should be sent to the staff member assigned to the facility.)

G. Send one copy of the Data Certification Form, one copy of any exceedance notice, and the diskette to the Bureau of Waste Management, Environmental Monitoring Data, WA/3 PO Box 7921, Madison, WI 53707. Send the second copy of the Data Certification Form and any exceedance notice to the WDNR Regional Office corresponding to the region in which the landfill is located.

H. Do not include hard-copy printouts of the results that are contained on the electronic submittal, or *any other attachments not listed above,* to the Department with your monitoring results. If any other information is requested or required, it must be sent to the Department separately and to the attention of the Department staff member who is assigned to the facility.

GEMS Comma Delimited Electronic Submittal Format

Data Elements List

Data Elements are in the following order in a single record. The length of each Data Element must not be greater than the maximum listed. Data Element definitions are the same as with the fixed-width format for electronic data submittals. (Page 6)

Column	Data Element	Maximum Length	Format
1	License/Monitoring ID	5	Numeric
2	DNR's Sample Point ID Number	3	Numeric
3	DNR's Parameter Number	5	Numeric
4	Sample Date	6	Date (yymmdd)*
5	Multiple Sample Identifier	2 (a)	Character
6	Agency	1	Numeric
7	Result Value	12	Numeric
8	Qualifier	1	Character
9	Quality Control Flag 1	1	Character
10	Quality Control Flag 2	1	Character
11	Quality Control Flag 3	1	Character
12	Limit Of Detection	10	Numeric
13	Limit of Quantitation	10	Numeric
14	Reporting Limit	10	Numeric
15	Reporting Period Date	6	Date (yymmdd)*
16	Lab Analysis Date	6	Date (yymmdd)*
17	Lab Sample Number	9	Character
18	Analysis Method Number/Description	15	Character
19	Lab Certification ID Number	9	Character

(a) First digit should always be zero

* If you're using the Excel template we've created, you must enter the dates in a standard format, i.e. mm/dd/yyyy. The template will convert the date you enter to the specified format.

General Rules

A comma must be inserted between each data element. If no data is available for a data element, just place a comma after the last comma from the previous data element. (This is only necessary if there are one or more additional data elements in the record that have data available)

The end of each record must contain a hard carriage return. A record may not start with a comma.
A record may optionally end with one or more commas.

Data elements that could contain one or more commas, such as Lab Sample Number or Analysis Method Number/Description, in their value must be enclosed in double quotes.
Any data element may optionally be enclosed in double quotes.

Data elements defined as "Numeric" values do not require leading zeroes and should contain an explicit decimal point when applicable. Commas should not be used to separate thousands. (Enter 12000 not 12,000)

Column headings should not be present in the comma-delimited file.

In the Result Value, Limit of Detection, Limit of Quantitation, and Reporting Limit, trailing zeroes to the right of the decimal point should only be reported if they are significant.

Using Excel to Create a Comma Delimited File

- Step 1
  Create a spreadsheet with 19 columns representing the 19 electronic submittal data elements, in the order listed above.

- Step 2
  Enter data into the spreadsheet for the electronic data records to be submitted.

- Step 3
  Use "Save Copy As", under the "File" menu, to save the Excel file as a comma delimited file (a file with a CSV extension). Click on the "Save as type" drop-down box, scroll down to CSV (Comma delimited) (*.csv). Change the filename to 3-letter month, two-digit year-license number. For example, if the file was for the June 2000 reporting period for license number 123, the filename would be JUN00-123.CSV.

- Step 4 (optional)
  After saving, you may change the filename extension to TXT in order to verify that the fields are separated by commas. To verify, view the file in Microsoft Notepad, you will see that commas have been inserted between each column of data and that double quotes have been used to enclose columns of data that contain a comma as a value. If you don't see the commas, you should repeat steps 3 and 4.
  NOTE: When submitting the data to the Department please make sure the file extension is CSV.

Using the Excel Template

An Excel Template is available that has the columns defined based on either character length or another validation rule. Before using the template, review the "Data Elements & Definitions" on page 6 to determine what data should be entered in each column. To download the template, click here. You should start with the blank template each time you create a new file. When you are ready to save the newly created file, follow step 3 above. When saving, remember to use the "Save Copy As" function and not the Save icon.

Columns A, B, G, L, M, N, Q, R, and S are all validated by the maximum character length defined in the table on page 1. If the maximum length is exceeded, an error box will appear that states the maximum length that was exceeded, and gives you the option to retry or cancel the entry.

Columns F, H, I, J, and K all have a drop-down list that contains the permitted values for their respective fields. One of the permitted values for column H is a blank, which is the only value that is not contained in the list for that column. Similarly, columns J, K, and I also have a blank as a permitted value. Column C is checked against a list of permitted parameters but does not have a drop-down list box. The list of parameters is contained on the sheet entitled parameter list.

The leading zero in column E will be added automatically regardless of whether or not you key it in.

Columns D, O, and P will be checked according to the validity of the dates entered. In other words, the Lab Analysis Date should be on or after the Sample Date. Similarly, the Sample Date should be on or after the Reporting Period Date. When you have completed the worksheet, you may check the validity of all the dates using the "Circle Invalid Data" icon on the Auditing toolbar. If the Auditing toolbar is not visible, you can display it by choosing "Auditing" from the "Tools" menu and clicking on "Show Auditing Toolbar".

Data Elements & Definitions

Column Number	Excel Column	Data Element	Data Element Definition
1	A	**LICENSE/MONITORING NUMBER**	5 digit number assigned to facility by DNR
2	B	**DNR'S SAMPLE POINT ID NUMBER**	3-digit number assigned to the monitoring point by the DNR, including leading zeroes. Trip Blanks are reported as point ID 999 and Field Blanks are reported as point ID 997.
3	C	**DNR PARAMETER NUMBER**	5-digit parameter code, including leading zeroes. Codes may be checked for validity on the DNR website or by contacting John A. Sissons at (608) 267-7567. http://www.dnr.state.wi.us/org/aw/wm/monitor/downloads/
4	D	**SAMPLE DATE (YYMMDD)**	Date on which sample was collected in the field. This date must be later than the Reporting Period Date. (columns 15)
5	E	**MULTIPLE SAMPLE IDENTIFIER**	01 for the first sample, 02 for duplicate, 03 for triplicate, etc., and 09 for laboratory replicates. Report multiple trip blanks as multiple samples of point ID 999. For example, use 02 in this field for a duplicate, trip blank result.
6	F	**AGENCY**	Number indicating who took the sample. (1=facilty, 2=DNR, 3=EPA)
7	G	RESULT VALUE	Result value can be anywhere in this field. If the parameter is below the Limit of Detection (LOD) this column should be **blank** and the appropriate qualifier should be entered in column 8. If the parameter number refers to a comment indicating field conditions, such as a dry well, value should be zero. There should **never** be a value in this field and an N in column 8.
8	H	RESULT QUALIFIER	N if the parameter was **not** detected at or above the LOD, J for results **between** the LOD and LOQ, including results **at** the LOD, or blank for results **at** or **above** the LOQ or RL. If the parameter number refers to a comment indicating field conditions, such as a dry well, enter an N if the comment does not apply or leave blank if the comment applies.
9	I	QUALITY CONTROL FLAG I	**F** if a detect of the parameter occurred in the Method Blank, Trip Blank, or Equipment (Field) Blank accompanying the sample. **M** if no detects of parameter occurred in the sample blanks.
10	J	QUALITY CONTROL FLAG II	**F** if the sample failed the preservation and holding time requirements of EPA SW-846, **M** if the sample met the SW-846 requirements
11	K	QUALITY CONTROL FLAG III	**F** if the sample failed the quality control specified by the analytical method or by the requirements of s. NR 149.14, **M** if the sample met these requirements
12	L	LIMIT OF DETECTION	LOD for a parameter. It is a 10-character field with a floating decimal point. (i.e. 0.2 0.01) Required for public health substances listed in Table 1, NR 140, Wis. Adm. Code.
13	M	LIMIT OF QUANTITATION	LOQ for a parameter. It is a 10-character field with floating decimal point. Required for public health substances listed in Table 1, NR 140, Wis. Adm. Code.
14	N	REPORTING LIMIT	RL for parameters found in NR 140 tables 2 and 3. It is a 10-character field with a floating decimal point. (i.e. 201.0, 5.0)
15	O	**REPORTING PERIOD (YYMMDD)**	First day of the month for the month that corresponds to the required reporting month. October 1998 appears as 981001
16	P	LAB ANALYSIS DATE (YYMMDD)	Date of lab analysis
17	Q	LAB SAMPLE NUMBER	Unique, lab-assigned number for this sample.
18	R	ANALYSIS METHOD NUMBER OR DESCRIPTION	Method used to analyze VOCs, metals, and priority pollutant parameters (can be numbers and/or text)
19	S	**LAB CERTIFICATION IDENTIFICATION NUMBER**	9-digit number for each parameter reported

Note: Data elements in **BOLD** are required for every record.